



**STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
OFFICE OF APPRENTICESHIP**

Youth Transitions to Work (YTTW) Program

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2021**

Announcement Date: March 15, 2021

Letter of Intent Due Date: No later than 12 noon on April 9, 2021

Application Due Date: No later than 12 noon on April 16, 2021

Funding Amount: \$1,500,000

**Robert Asaro-Angelo
Commissioner**

**Youth Transitions to Work Program
FY2021 Notice of Grant Opportunity**

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Notice of Availability of Grant Program Funds

Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the Department” or “NJDOL”) regularly publishes on its website at https://www.nj.gov/labor/programs/grants/ngo_index.html all notices of fund availability pertaining to Federal or State grant funds which may be awarded by the Department. The notices of fund availability may be found on the Department’s website under the heading “Public Notices” and the subheading “Notice of Grant Opportunity”.

A. Name of Grant Program

The Youth Transitions to Work (YTTW) program is a competitive grant offered by the Department of Labor and Workforce Development (NJDOL).

B. Purpose of the Grant

Grant funds will be awarded to successful applicants responding to this competitive Notice of Grant Opportunity (NGO). The purpose of the YTTW program is to provide greater opportunities and incentives for high school juniors, seniors and out-of-school youth (ages 16-24) and to facilitate effective transitions by high school seniors and out-of-school youth to high-skill, high-wage employment in labor demand, apprenticeable occupations.

NJDOL will allow an option for applicants to also serve out-of-school school youth (ages 16 to 24). Program requirements, including the minimum hours of YTTW training hours are still applicable, and a clear connection to the One-Stop System and Workforce Innovation and Opportunity Act (WIOA) services are required. All successful applicants will be required to complete the Workforce Innovation and Opportunity Act (WIOA) eligibility determination form for each participant of the pre-apprenticeship program.

Mission, Goals and Objectives

The mission of the YTTW program is to recruit, screen and facilitate effective transitions of high school juniors, seniors and out-of-school youth to high-skill, high-wage employment in labor demand occupations, with long-term career potential and opportunities for occupationally relevant lifelong learning, thereby motivating youth to greater success in secondary and post-secondary education.

This competitive NGO is being made available to accomplish any of the following primary goals:

- Establish YTTW programs to link secondary education and higher education institutions to existing apprenticeship programs registered with the United States Department of Labor (USDOL);
- Establish YTTW programs in new apprenticeship programs in occupations or industries in New Jersey (NJ) which are not currently registered with the USDOL;
- Establish YTTW programs in newly activated apprenticeship programs which are registered with the USDOL but are not currently being implemented in NJ; and ,
- Increase the number of high school graduates entering apprenticeship programs in NJ.

The NJDOL has established the following objectives for the YTTW program:

- Provide outreach sessions at local high schools to expose targeted high school juniors and seniors, as well as out-of-school youth, to the apprenticeship training model and apprenticeship occupations;
- Interview and screen potential juniors and seniors and out-of-school youth, interested in enrolling in the YTTW program;
- Develop an applied and integrated curriculum with the local high schools working in partnership with business, industry and labor;
- Conduct workforce readiness and occupation-specific classroom training to high school juniors and seniors accepted into the YTTW program;
- Make available field trips to provide job-shadowing experiences at training centers and employer worksites;
- Place participants of the YTTW program into existing, newly created, and/or newly activated apprenticeship programs with employer and union partners; and
- Provide training that leads to certifications, licenses and/or college credits.

Expected Long Term Goals

- A highly-skilled workforce with increased availability of qualified entry-level, youth workers;
- Effective transitions for youth into apprentice programs, by helping students establish a clear connection between learning and work through work readiness, employment experience, career exploration, and mentoring;
- Increased employment opportunities for youth in existing or new apprenticeable industries; and
- Recognition of registered apprenticeship as a key component of New Jersey's Workforce Readiness System.

C. Available Funding

The amount of funding available for FY2021 is approximately \$1,500,000 and may be funded by a combination of state and/or federal funds and is contingent upon their availability. Funded YTTW programs may be considered for a continuance of up to 18 months, contingent upon successful performance of the grantee and upon the availability of funds. Actual award amounts will be determined by NJDOL.

Current grantees are eligible to apply for a maximum of the same amount of YTTW funding in FY2021 as they received in FY2020. The amount of funding for FY2021 is contingent upon availability of funding and successful performance. **Grantees who did not achieve expected program outcomes in FY2019 and FY2020 may not be funded in FY2021.** Actual award amounts will be determined by NJDOL.

Grants will be funded based upon the applicant's ability to serve in youth in their program at a maximum cost of \$8,500 per participant formally accepted into the YTTW training program. The contract period will be for 18 months and the contract period is expected to be May 1, 2021 to October 31, 2022.

D. Eligible Entities

Only current FY2020 YTTW grant recipients are eligible to apply for FY2021 funding and must be one of the following lead agencies:

- Any employer;
- Any labor organization which represents workers in the occupation for which the apprentices will be trained;
- Public high schools within New Jersey;
- Public vocational schools within New Jersey;
- Two- and four-year institutions of higher education;
- Public or private non-profit agencies;
- Business or trade organizations representing a particular trade, group of trades, contractors or employers;
- Community-based organizations; and
- Faith-based organizations.

E. Qualifications of Applicants

Applications must be submitted by the lead agency on behalf of a consortium. The lead agency serves as the applicant agency of record, the legally recognized fiscal agent for the grant project and the single point of contact for NJDOL. The lead agency is responsible for overseeing the implementation of all aspects of the grant, including, but not limited to, project and spending plan; grant project monitoring and reporting; outreach and recruitment; workforce readiness and vocational training; and fiscal management. It is essential that the applicant carefully construct result-oriented goals and objectives that support the program's stated goals and objectives, together with the program description and budget, providing a comprehensive plan for the successful accomplishment of the program.

All applicants, regardless of whether they may have participated in the past, are considered new applicants for this funding cycle, and will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO.

F. Application Process

NJDOL accepts, reviews, approves and manages all YTTW grants electronically using the System for Administering Grants Electronically (SAGE). A potential applicant must first submit a letter of intent. To obtain access to SAGE, applicants must complete a two-step process by submitting a letter of intent to apply and registering in the SAGE system.

Applicants interested in applying for the FY21 YTTW grant program must submit a Letter of Intent (LOI) to express interest in the grant opportunity. It is suggested the organization submit the letter once they determine they plan on applying for the grant opportunity, but the latest LOIs can be submitted is 12:00 noon on Friday, April 9, 2021. The letter of intent (Attachment III) must be submitted via e-mail to ApprenticeshipUnit@dol.nj.gov.

To apply, eligible entities must have access to the SAGE system. To receive access, register at the following Internet website address: <https://njsage.intelligrants.com/>. You will receive an e-mail message confirming that your account has been validated. Within the next business day, NJDOL will provide access to the application. After receiving the confirmation, eligible entities will have access to complete and submit their grant application online. Technical requirements for SAGE can be viewed at <https://njsage.intelligrants.com/>. It is strongly recommended that registration in SAGE be submitted at the time the letter of intent is completed and submitted.

The application in SAGE must consist of the following required components:

Applicant Information – Complete all required information of the organization including contact information.

Previous Funding – Identify any funding over the past three years that the organization has received from NJDOL.

Project Location – Identify the counties and the municipalities your YTTW program will serve. If your YTTW program is statewide, please indicate by checking the ‘statewide’ box.

Program Narrative – Applicants must upload a detailed program narrative (no more than 20 pages) describing their proposed YTTW program. *Priority will be given to those applications focusing on dislocated workers and workers impacted by the COVID-19 pandemic.* Clearly state in the program narrative how the following objectives will be achieved:

- Provide outreach sessions at local high schools to expose high school juniors and seniors to the apprenticeship training model and apprenticeship occupations

The applicant must include the names of the local high schools where they intend to conduct YTTW outreach sessions and discuss how the applicant will work with high school guidance counselors, administrators and teachers to recruit students for the outreach sessions. These sessions should include students who are currently juniors and/or seniors in high school who are interested in finding out more information about careers in apprenticeship or the YTTW program. If applicants are serving Out of School Youth, include how outreach sessions will be scheduled and conducted for that population.

Students and Out of School Youth interested in enrolling into the YTTW program will be required to complete a YTTW Participant Enrollment Form (Attachment I).

- Interview and screen potential students interested in enrolling in the YTTW program.

The applicant must describe the interviewing and screening process, which will occur to accept eligible and interested students and Out of School Youth, if applicable, into the YTTW program. The applicant must also state the expected number of participants who will be accepted into the YTTW program.

- Develop an applied and integrated curriculum with the local high schools working in partnership with business, industry and labor

The proposal should demonstrate how the applicant would work with members of the consortium to develop a training curriculum. The training curriculum should focus on academic preparation for the occupation outlined in this proposal and identify the associated hours for completion of each component. The training curriculum should be uploaded as a “Miscellaneous Attachment”. Special consideration will be given to applicants who deliver training that leads to a certification and/or who deliver training in partnership with a college for which the student will obtain college credits.

- Conduct workforce readiness and occupation-specific classroom training to high school juniors and seniors accepted into the YTTW program, either in a classroom setting, or online virtual platform.

Applicants are required to conduct at least 20 hours of workforce readiness skill training and at least 60 hours of occupation-specific related classroom training. This training should occur during the school year for in-school juniors and seniors and may occur after school and/or during the summer months. Describe how the workforce readiness skill training occupation-specific training will occur for out of school youth, if applicable. Applicants are encouraged to provide one-on-one mentoring and internship opportunities to YTTW participants through consortium partners.

- Coordinate field trips to training centers and employer worksites to provide job-shadowing experiences

To ensure receive exposure to a variety of workplace environments, applicants are required to provide job-shadowing experiences and tours of training centers and/or employer work sites. A minimum of 10 hours of job-shadowing experiences must be provided.

The proposal must provide specific details of the activities including the number of job shadowing hours and how this activity aligns with the training curriculum of the YTTW program.

- Place graduating high school seniors and Out of School Youth (if applicable) into USDOL registered apprenticeship programs with employer and union partners.

Applicants are required to provide placement services and place at least 80 percent of the YTTW participants accepted into the YTTW program into USDOL-approved registered apprenticeship programs. The grantee must register YTTW participants at the One-Stop Career Center (OSCC) and to link with the OSCC to access services such as job listings and training programs. All successful applicants will be required to complete the Workforce Innovation and Opportunity Act (WIOA) eligibility determination form for each participant of the pre-apprenticeship program.

The narrative must specifically detail the number of students who will be accepted into the program, the number expected to complete the training, and the number of students who will be placed into the specific apprenticeship occupation(s) as outlined in the proposal.

Consortium Partners – Applicants are required to develop a consortium of partners to ensure success of the YTTW program. The information for each partner must be entered on the Consortium Partner page of the application in SAGE. Applicants are also required to complete and upload a “YTTW Consortium Partner Form” (Attachment II) for each consortium member. The form must clearly identify the goals and activities the partner organization will conduct, as well as timelines for completion. This document indicates that a representative of the organization has participated in the development of the program and the organization agrees to participate in the proposed activities described in the application.

Summary of Expected Outcomes - Applicants must provide all information required for anticipated outcomes during the 18-month contract period. If applicable, enter the number of hours and the industry-recognized credentials each participant of your proposed YTTW program will receive by the conclusion of the grant cycle.

If your YTTW program includes college credit for your participants, provide college course and credit information.

Occupational Area / Statement of Need - Demonstrate the need for the project in relation to the Notice of Grant Opportunity. A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Information may include a demographic description of your targeted area and research specifically on the number of apprenticeship opportunities with employers and unions within your region.

The employer and/or union partners must document, in written form, a need for entry-level apprentices in the occupational areas for which funds are being sought. The documentation should contain information that there is, or likely will be, an excess of demand over the supply for adequately trained workers in the apprenticeable occupation(s). Additionally, evidence of a labor demand can include a commitment to hire by employers who convey a need for a specific occupation.

Clearly state the occupation(s) you will be focused on in your proposal and indicate if the occupation(s) is currently an existing apprenticeable occupation and registered with United States Department of Labor – Office of Apprenticeship.

Organizational Commitment and Capacity - Clearly demonstrate the need for the project as outlined in the official guidance and the occupational area(s) which will be the focus of your YTTW project. Describe the applicant’s experience in administering similar workforce development programs and the capacity the applicant has to accomplish each of the objectives as outlined in the NGO. The applicant should focus on how previous experience will be applied to ensure successful implementation of the proposed project. Applicants must describe their commitment and experience, as well as outcomes, in addressing the conditions and/or needs identified, including the organizational support that exists for implementing the proposed project.

Applicants must provide detailed documentation of FY2019 and FY2020 effectiveness and performance in meeting and/or exceeding performance standards as a part of the YTTW program.

Budget Forms – Schedules A-C - Complete Budget Schedules A through C to identify personnel costs, non-personnel costs and direct student services costs. Once all the costs have been entered in the schedules, the information will carry to the Cost Summary page. Each budget schedule must include all monetary and non-monetary funding sources or resources within the budget. Amounts reported on the summary must be fully supported by information provided in the narrative. If any cost is unusual, provide documentation or an explanation to support your estimate. No more than 10 percent of the budget may be utilized towards indirect costs. Indirect costs are defined as those that include, but are not limited to, audits, insurance, utility, office rental, or managerial staff.

NJDOL has limited the cost categories to the following areas:

Personnel Costs

This budget category may include salaries for staff working on the YTTW program. Costs can include salaries and fringe benefits. All information on Schedule A is required to be completed.

Non-Personnel Costs

This budget category may include non-personnel costs on Schedule B (costs other than Personnel Costs and Direct Student Services). Examples of allowable costs include marketing materials, promotional items, conference registration, mileage and general office supplies. Any request to use YTTW grant funds to attend a conference will require prior approval by NJDOL. Mileage for grant-related travel will be reimbursed at the New Jersey state-approved rate of \$.35 per mile. Mileage and toll expenses can only be provided for travel within New Jersey. The maximum amount for promotional items such as key chains, pens and pencils is \$1,000.

Applicants are permitted to include conference registration fees for the Garden State Employment and Training Association's conference anticipated to be held in October 2021 and the Eastern Seaboard Apprenticeship conference anticipated to be held in Atlantic City, New Jersey in May 2022.

Direct Student Services

This budget category may include any and all costs associated with training, site visits, student transportation to events/activities, and support services for YTTW participants such as childcare. This category also may include driver's education, curriculum development, skills and aptitude testing such as TABE and WorkKeys, and tutoring.

Grant funds provided through this official guidance may not be expended for the following:

- Indirect costs;
- Pension and/or health benefits for part-time staff;
- Mileage and toll expenses for out-of-state travel;
- Overnight accommodations;
- Capital construction or renovation;
- Wages or stipends to apprentices or student learners;
- Costs associated with preparing the grant application;
- Costs of memberships in associations or organizations; and
- Sub-granting to non-public schools.

This grant opportunity prohibits the use of grant funds for activities that:

- “Induce, encourage or assist any displacement of currently employed workers by trainees, including partial displacement by means such as reduced hours of currently employed workers; any replacement of laid off workers by trainees; or any relocation of operations resulting in a loss of employment at a previous workplace”;
- “Replace, supplant, compete with or duplicate in any way existing approved registered apprenticeship programs”; or
- “Impair existing contracts for services or collective bargaining agreements, except that activities which would be inconsistent with the terms of a collective bargaining agreement may be undertaken with the written concurrence of the collective bargaining unit and employer who are parties to the agreement.”

Budget amendments must have the approval of NJDOL.

In addition, a narrative describing your organization’s YTTW FY2019 and FY2020 outcomes are required to be uploaded on the Required Attachments page in SAGE. Using the Summary of Expected Outcomes page within SAGE as a template, the narrative must include a chart listing your FY2019 and FY2020 program outcomes and your actual program outcomes to date. If placement activities are still occurring, list your anticipated placements from the time of application submission to the end of the contract grant period. Include in the narrative any reasons for not accomplishing your outcomes, if applicable.

Reporting Requirements:

Grantees will be required to complete the following reports online in SAGE:

- 1) A monthly activity report, due by the 15th of each month, must be submitted via SAGE. The report must list all of the activities of the program, including detailed demographic information for participants of the program, consortium meetings and a corrective action plan to address barriers.
- 2) A monthly financial report, due by the 15th of each month, must be submitted via SAGE. Grantees will be paid on a monthly reimbursement method, after the financial report has been submitted to and approved by NJDOL. Grantees must register with <https://www.njstart.gov> and set up their account to receive monthly electronic payments. Copies of receipts for all expenses must be retained by the grantee for monitoring and auditing purposes.
- 3) A closeout report, due within 30 days from the end of the grant period, must be submitted via SAGE. Final reimbursement is subject to submission and acceptance of the final report to NJDOL.

Evaluation:

During the contract period, NJDOL will evaluate the grantee’s program to ensure that the grantee is satisfying the outlined mission, goals, objectives and deliverables. The evaluation may include, but is not limited to, review and analysis of reports, on-site monitoring visits and attendance at consortium meetings.

Award Process:

NJDOL will review each completed application on the basis of quality, comprehensiveness, appropriateness, demonstrated need and adherence to application guidelines. Applicants are reminded that the grants will be awarded through a competitive process and only those applications that meet the highest standards will be awarded.

All applicants, regardless of whether they received grant funds from NJDOL in the past, are considered new applicants for this funding cycle and will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO.

Applications that do not adhere to the required sections of this NGO will be viewed as incomplete and not be reviewed.

An independent review committee consisting of fair and impartial committee members will rate proposals based on a scoring rubric. The independent review committee reserves the right to request additional information and schedule interviews or site visits as appropriate. The evaluation team will initially evaluate submissions to determine compliance with the NGO requirements. The areas of evaluation, specific elements comprising these areas with definitions and scoring points are highlighted below. The maximum score to be received is 100.

	<i>Points</i>
<p>Core Partnerships/Relationships Proposal demonstrates evidence of:</p> <ul style="list-style-type: none">▪ <i>Connections to Registered Apprenticeship programs</i>▪ <i>Connections to employers interested in hiring program participants (where applicable)</i>▪ <i>Pre-Apprenticeship training includes workforce readiness and occupation specific training</i>▪ <i>Includes connections to appropriate services and the One-Stop system</i>▪ <i>Connections to robust network of employment, education, and support opportunities</i>	40
<p>Quality Program Experience Proposal demonstrates evidence of:</p> <ul style="list-style-type: none">▪ <i>Program serves targeted populations, with emphasis on dislocated workers/individuals affected by COVID-19</i>▪ <i>Engagement in high quality hands-on instruction</i>▪ <i>Engagement in high quality work-based learning opportunities</i>▪ <i>Ongoing assessment activities to support program participant</i>▪ <i>Access to career navigation services during and beyond completion of pre-apprenticeship program learning</i>	25

<p>Program Capacity Proposal demonstrates evidence of:</p> <ul style="list-style-type: none"> ▪ <i>Reach to diverse and under-served populations</i> ▪ <i>Processes in place for collaborative planning and decision-making with partners</i> ▪ <i>Staffing plans reflect multiple capacities required to support program</i> ▪ <i>Clear connections and opportunities for building on existing pre-apprenticeship program practice</i> ▪ <i>Realistic timeline for planning and implementing work outlined</i> 	20
<p>Appropriateness of Budget</p> <ul style="list-style-type: none"> ▪ <i>Budget is reasonable</i> ▪ <i>Budget is within the cost guidelines of the NGO</i> ▪ <i>Innovative usage of other services funding</i> 	15

The final contract amount and contract period will be stipulated in the executed contract between the approved applicant and NJDOL. In accordance with the “Budget Guidelines”, reimbursement will be given on a cost reimbursement basis for actual expenses incurred during the contract/grant period. The Division of Workforce Development will closely monitor the grants.

Technical Assistance:

NJDOL will provide technical assistance as well as general guidance on completing the budget forms in SAGE. Technical assistance is available by contacting James Manning, Chief – Contracts and Programs at james.manning@dol.nj.gov or Tami Novatin, Employment and Training Specialist at tami.novatin@dol.nj.gov.

G. Address to Which Proposals Must Be Submitted

Proposals must be submitted online through SAGE at: <https://njsage.intelligrants.com/> as described in the Application Process section of the NGO on page 5.

For more information, contact:

New Jersey Department of Labor and Workforce Development
 Division of Workforce Grant and Program Management
 1 John Fitch Plaza
 PO Box 055, 5th Floor
 Trenton, NJ 08625-0055

Contact: James Manning, Chief, Contracts and Programs
 E-mail: james.manning@dol.nj.gov

H. Application Submission Date

Grant applications must be submitted in SAGE by 12 noon on Friday, April 16, 2021. Applicants are encouraged to submit applications early to avoid any internet or technical issues.

I. Date by which Applicants shall be notified

NJDOL review team is expected to meet during the week of April 26, 2021 and will evaluate the application on the basis of quality, comprehensiveness, completeness, accuracy, and appropriateness to the guidelines and requirements of this NGO. Final award decisions will be contingent upon the availability of funds and awards will be communicated approximately thirty (30) days following the panel review date.

Notice that an organization has been selected as a grant recipient does not constitute approval of the grant application as submitted. Before the actual grant award is made, NJDOL will enter into negotiations concerning items such as program components, staffing and funding levels, and administrative systems. If subsequent negotiations do not result in an agreement between the NJDOL and the applicant, NJDOL reserves the right to terminate the negotiation and decline to fund the proposal.

Upon the review and approval of an application for funding, a signed contract will be sent to the grantee via SAGE. This contract will provide the grantee with spending authority for the term of the contract. Grantees are not authorized to expend funds before or after the contract period as shown on the contract.

***Dates may be subject to change. Any changes will be posted on NJDOL website.**

ATTACHMENT I
YOUTH TRANSITIONS TO WORK (YTTW) PROGRAM
PARTICIPANT ENROLLMENT FORM
Fiscal Year 2021

Please type or clearly print all information

Enrollment Date: _____ Social Security Number (last 4 digits): _____

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #1: _____ Phone #2: _____

Email Address: _____

Date of Birth: _____ Age: _____ In-School youth? _____

Do you have a valid Driver's License? Yes No

Name of High School: _____

Expected Date of High School
Graduation: _____

Apprenticeship Interests: _____

Name of YTTW Program Grantee: _____

Name of YTTW Coordinator: _____

ATTACHMENT II
YOUTH TRANSITIONS TO WORK (YTTW) PROGRAM
Consortium Partner Form
Fiscal Year 2021

Name of YTTW Applicant: _____

Contract Period: _____

Instructions

Complete the form below. A separate form must be completed for each partner and uploaded into SAGE.

Partner Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

Explain the partner's role in the consortium:

List the responsibilities of the partner:

List the specific agreed upon activities to be accomplished by the partner:

I/We certify that the information is correct and both parties understand the roles, responsibilities and activities for each partner.

Signature of Applicant *Date* *Signature of Partner* *Date*

ATTACHMENT III – Sample Letter of Intent

(NOTE: the AO must also register in SAGE as a new user)

(On your organization’s letterhead)

Department of Labor and Workforce Development
Office of Apprenticeship
ApprenticeshipUnit@dol.nj.gov

RE: FY2021 Youth Transitions to Work (YTTW) grant program)

Please accept this letter as notice of my intention to apply for the New Jersey Department of Labor and Workforce Development fiscal year 2021 YTTW grant program. I have completed registration (created an account) in the System to Administer Grants Electronically (SAGE), and did read and do understand the FY2021 YTTW Grant Opportunity, and am aware of my responsibilities as the Authorized Official.

(Organization’s Name) proposes to request funding to administer a pre-apprenticeship program focused on training for the following registered apprenticeship occupation(s) (industry/occupation area).

Legal business name:
Federal Employee Identification # (FEIN):
Dun and Bradstreet # (DUNS):
NJ business address:
County of NJ business:
Business web address:
Name of Authorized Official:
Title of Authorized Official:
Direct phone # and email address of Authorized Official:
Main point of contract for the PACE application:
Direct phone # and email address of main point of contact:

Signature of Authorized Official

Date

Email this completed form as an attachment to: ApprenticeshipUnit@dol.nj.gov